

PROSECUTOR I

DISTINGUISHING FEATURES

The fundamental reason the Prosecutor I exists is to perform entry-level prosecutions through legal research, pretrial hearings, trials (jury and court), and to enforce State laws and City ordinances in the Prosecution Division. This is the entry-level class in the Prosecutor series and is not supervisory. Work is performed under direct supervision of the City Prosecutor. The Prosecutor I is distinguished from the Prosecutor II position by the performance of the more routine duties assigned including preparing and prosecuting cases.

ESSENTIAL FUNCTIONS

Appears in Court to prosecute those who have violated state law or city ordinances; makes recommendations for conditions of release and sentencing.

Attends and presents evidence at restitution hearings to determine the economic loss of victims of criminal activity.

Presents evidence in probation revocation hearings to prove violations of terms and conditions of probation.

Meets and negotiates with defendants to determine the possibility of a plea depositions before trial.

Performs legal research to support the State's position in trials as well as in response to defendant motions in limine.

Provides statistical data concerning disposition of cases.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles of civil and criminal law and the methods and practices of pleadings

Judicial procedures and rules of evidence

Principles, methods, materials, practices, and references utilized in legal research.

Ability to:

Use automated legal research tools effectively

Organize and analyze facts, evidence, and legal precedents to ascertain the determining aspects of cases

Present, both in writing and orally, material in a clear and logical form

Determine alternate courses of action and the impacts of such action and make recommendations

Determine possible and probable courses of action of opponents

Communicate effectively, both orally and in writing

Present and argue cases in court

Coordinate visual and muscular dexterity to enter data or information into a PC, terminal, or other keyboard device

Establish and maintain effective working relationships with Court officials, City officials, other attorneys, un-represented defendants, witnesses, victims and the general public

Operate a variety of standard office equipment, which require continuous and repetitive eye, arm or hand movement.

Be proficient in using a personal computer, a variety of computer software, and other equipment

essential to performing daily activities.
Work in a team environment.
Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience that demonstrates a working knowledge of the principles of civil and criminal law, rules of evidence, the methods and practices of pleading, judicial procedures and the principles methods, practices and references utilized in legal research. Requires graduation from an accredited school of law and membership in the Arizona State Bar Association.

FLSA Status: Exempt

HR Ordinance Status: Unclassified